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ABSTRACT

This document contains the occupational duty/task lists for three occupations in the child care series. Each occupation is divided into 13 to 15 duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are child care director, teacher, and teacher's aide. A progress chart is provided for tracking individualized instruction. The two sets of occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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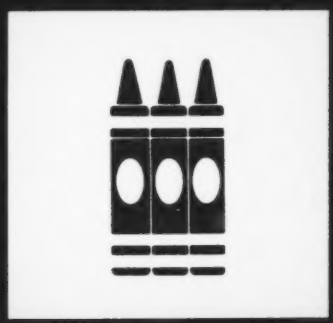
DUTY TASK LIST



CHILD CARE SERIES

CHILD CARE DIRECTOR
TEACHER
TEACHER'S AIDE

CE 057519

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:

1-800-654-4502.

Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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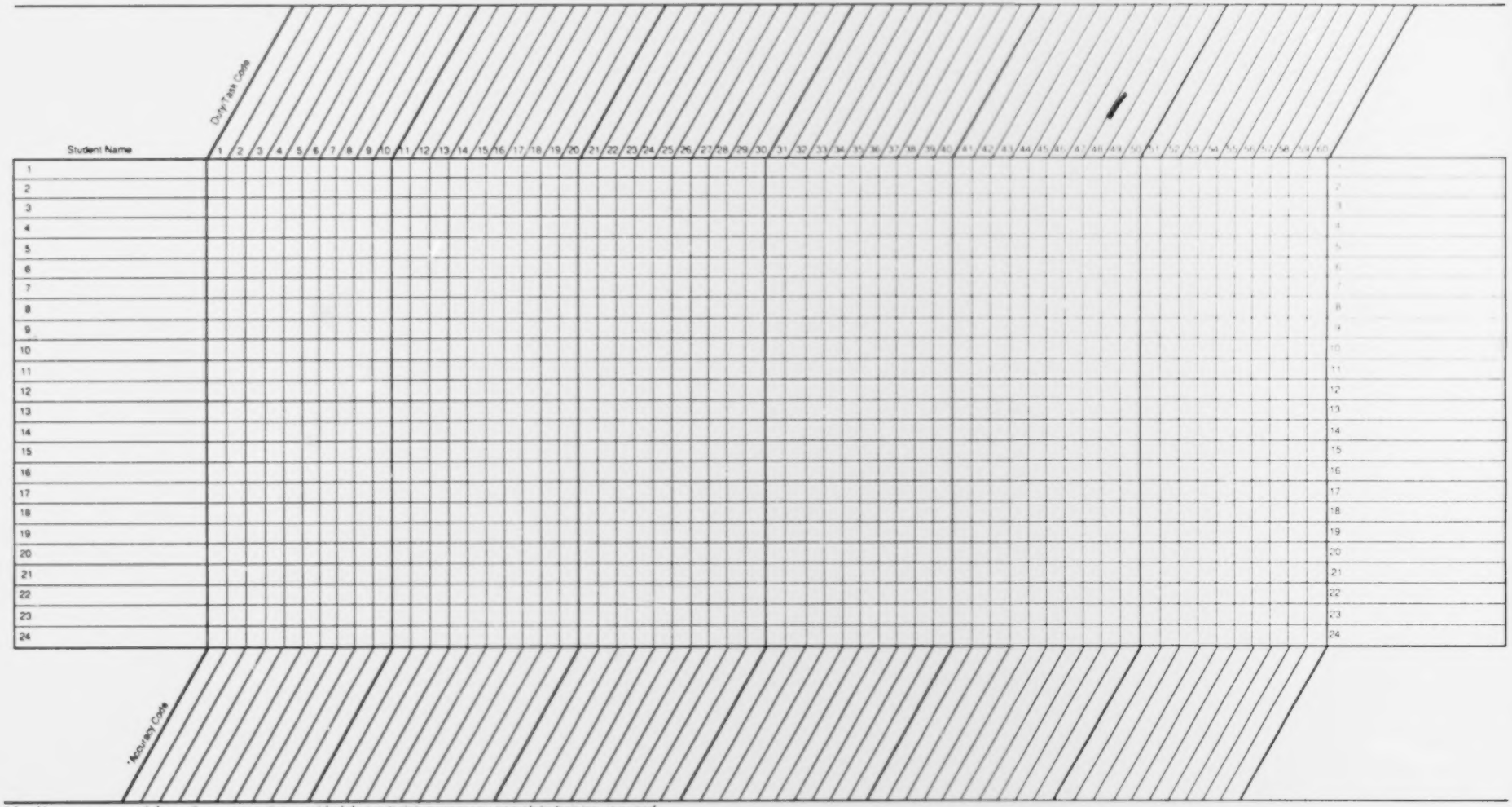
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program, complete training required.
1 = Exposure only - general information provided with no practice time, close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program, limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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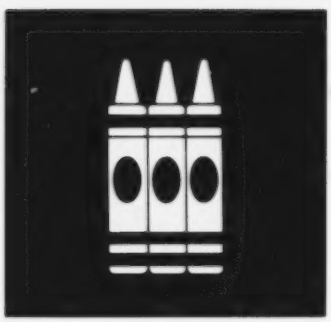
**This chart is intended for teacher file use only. Do not post.

DUTY/TASK LISTS

CHILD CARE SERIES



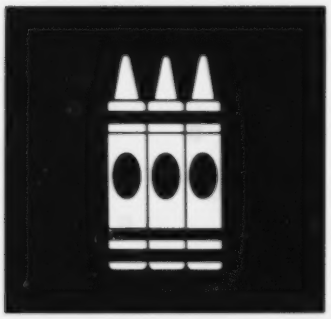
OCCUPATIONS:

1. Child Care Director
2. Teacher
3. Teacher's Aide

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

CHILD CARE SERIES



OCCUPATION 1: CHILD CARE DIRECTOR

DUTIES:

A. Evaluate and Encourage the Development of Children Under Six
B. Administer First Aid
C. Encourage Sound Nutritional Habits
D. Evaluate Guidance and Discipline Techniques Used by Caregivers
E. Care for Infants
F. Care for Toddlers
G. Care for Pre-School Age Children
H. Care for School-Age Children
I. Perform Management Functions
J. Maintain Records
K. Coordinate Parent/Teacher and Community Relations
L. Foster Creativity Through Play
M. Evaluate Toys and Play Equipment
N. Plan and Implement Activities for Children Under Six
O. Work with Special Needs Children

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Evaluate and Encourage the Development of Children Under Six

CODE	TASK	TAUGHT	COMMENTS
A.01	Distinguish between hereditary and environmental influences		
A.02	Record children's achievement of development tasks		
A.03	Evaluate physical and motor development of children under six		
A.04	Plan and implement appropriate activities to promote physical and motor development		
A.05	Evaluate cognitive development of children under six		
A.06	Plan and implement appropriate activities to promote cognitive development		
A.07	Evaluate social and emotional development of children under six		
A.08	Plan and implement appropriate activities to promote social and emotional development		
A.09	Evaluate the development of positive self-concept in children under six		
A.10	Plan and implement appropriate activities to promote positive self-concept		
A.11	Evaluate the development of daily living skills for children under six		
A.12	Plan and implement appropriate activities that encourage daily living skills		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Administer First Aid

CODE	TASK	TAUGHT	COMMENTS
B.01	Take temperatures		
B.02	Apply dressings and bandages		
B.03	Examine and irrigate eyes		
B.04	Control bleeding by direct pressure		
B.05	Apply a splint		
B.06	Clear obstructed airway		
B.07	Apply CPR		
B.08	Administer treatment for shock		
B.09	Administer treatment for poisoning		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Encourage Sound Nutritional Habits

CODE	TASK	TAUGHT	COMMENTS
C.01	Observe caregiver and children during snacktime or mealtime		
C.02	Handle common mealtime situations		
C.03	Select foods from basic food groups		
C.04	Plan and prepare meals and snacks		
C.05	Prepare a nutrition education activity		

OCCUPATION: **CHILD CARE DIRECTOR**

DUTY: **Evaluate Guidance and Discipline Techniques Used by Caregivers**

CODE	TASK	TAUGHT	COMMENTS
D.01	Recognize appropriate caregiver's guidance and discipline techniques		
D.02	Recommend ways to verbally guide children		
D.03	Recommend ways to guide children through action		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Care for Infants

CODE	TASK	TAUGHT	COMMENTS
E.01	Compare cost of diapers		
E.02	Develop daily schedule for infants		
E.03	Research licensing standards for infant care-givers and centers		
E.04	Lift and hold infants		
E.05	Bathe infants		
E.06	Diaper infants		
E.07	Dress infants		
E.08	Prepare formula		
E.09	Feed a baby from a bottle		
E.10	Feed solid food to an infant		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Care for Toddlers

CODE	TASK	TAUGHT	COMMENTS
F.01	Observe toddlers' caregiver		
F.02	Bathe and dress a toddler		
F.03	Feed a toddler		
F.04	Encourage toilet training		
F.05	Assist in toddler nap time		
F.06	Develop a daily schedule for toddlers		
F.07	Research licensing standards for toddler caregivers and centers		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Care for Pre-School Age Children

CODE	TASK	TAUGHT	COMMENTS
G.01	Research licensing standards for pre-school caregivers and centers		
G.02	Develop a daily schedule for pre-school children		
G.03	Describe ways to work with pre-school children		
G.04	Name learning centers often found in a pre-school age care center		
G.05	Recommend ways to handle situations typical of pre-school age children		
G.06	Recognize characteristics of a pre-school age caregiver		
G.07	Distinguish among characteristics of 3, 4, and 5 year olds		
G.08	Name responsibilities pre-school age children can assume		

OCCUPATION: **CHILD CARE DIRECTOR**

DUTY: **Care for School-Age Children**

CODE	TASK	TAUGHT	COMMENTS
H.01	Observe caregiver of school-age children		
H.02	Plan outdoor and indoor activities		
H.03	Recommend ways to handle situations typical of school-age children		
H.04	Recommend ways to help school-age children face crisis situations		
H.05	Develop schedule for school-age children		
H.06	Research licensing standards for school-age caregivers and centers		

OCCUPATION: **CHILD CARE DIRECTOR**

DUTY: **Perform Management Functions**

CODE	TASK	TAUGHT	COMMENTS
I.01	Develop management skills		
I.02	Administer personnel and center policies		
I.03	Comply with government, health, and safety regulations		
I.04	Design and utilize environmental space		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Maintain Records

CODE	TASK	TAUGHT	COMMENTS
J.01	Set up a budget		
J.02	Complete child's individual ledger sheet		
J.03	Complete receipt forms		
J.04	Write checks		
J.05	Complete transaction in a cash pay journal		
J.06	Develop child's application form		
J.07	Review a child's health record form		
J.08	Complete a supply list and purchase order		
J.09	Complete an inventory		
J.10	Organize a file system		
J.11	Review immunization record		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Coordinate Parent/Teacher and Community Relations

CODE	TASK	TAUGHT	COMMENTS
K.01	Make a bulletin board		
K.02	Respond to a parent's complaint		
K.03	Identify ways to use a volunteer		
K.04	Conduct a parent conference		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Foster Creativity Through Play

CODE	TASK	TAUGHT	COMMENTS
L.01	Select items and sources for creative play equipment		
L.02	Encourage a child in dramatic play		
L.03	Evaluate play situations		
L.04	Select play activities to use to achieve learning		

OCCUPATION: **CHILD CARE DIRECTOR**

DUTY: **Evaluate Toys and Play Equipment**

CODE	TASK	TAUGHT	COMMENTS
M.01	Evaluate toys and play equipment		
M.02	Plan play activities according to age group and opportunities		
M.03	Select household objects to use for toys		
M.04	Select toys to promote a particular type of play		
M.05	Indicate which type of motor control certain types of toys promote		

OCCUPATION: CHILD CARE DIRECTOR

DUTY: Plan and Implement Activities for Children Under Six

CODE	TASK	TAUGHT	COMMENTS
N.01	Plan and implement art activities		
N.02	Plan and implement music activities		
N.03	Plan and implement children's literature activities		
N.04	Plan and implement science activities		
N.05	Plan and implement math activities		
N.06	Plan and implement social studies/career awareness activities		
N.07	Plan and implement enrichment activities		
N.08	Construct and utilize teacher-made materials		
N.09	Plan and implement transitional activities		
N.10	Plan a unit of instruction		

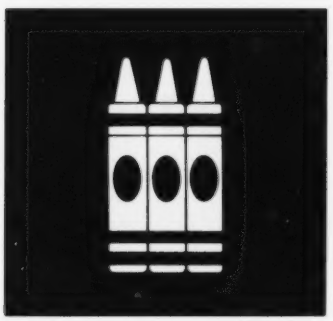
OCCUPATION: **CHILD CARE DIRECTOR**

DUTY: **Work with Special Needs Children**

CODE	TASK	TAUGHT	COMMENTS
O.01	Interview a child care worker about referring and testing special needs children		
O.02	Make a list of organizations that can provide assistance for special needs children		
O.03	Evaluate a classroom		
O.04	Adapt activities for special needs children		
O.05	Complete activity cards for special needs children		
O.06	Evaluate an activity being presented to special needs children		
O.07	Present self-concept activity to special needs children		
O.08	Gather information about agencies in your community		
O.09	Respond to parents' concerns for their special needs child		
O.10	Plan activities that parents can present at home to their special needs child		

DUTY/TASK LIST

CHILD CARE SERIES



OCCUPATION 2: TEACHER

DUTIES:

A. Evaluate and Encourage the Development of Children Under Six
B. Administer First Aid
C. Encourage Sound Nutritional Habits
D. Evaluate Guidance and Discipline Techniques Used by Caregivers
E. Care for Infants
F. Care for Toddlers
G. Care for Pre-School Age Children
H. Care for School-Age Children
J. Maintain Records
K. Coordinate Parent/Teacher and Community Relations
L. Foster Creativity Through Play
M. Evaluate Toys and Play Equipment
N. Plan and Implement Activities for Children Under Six
O. Work with Special Needs Children

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: TEACHER

DUTY: Evaluate and Encourage the Development of Children Under Six

CODE	TASK	TAUGHT	COMMENTS
A.01	Distinguish between hereditary and environmental influences		
A.02	Record children's achievement of development tasks		
A.03	Evaluate physical and motor development of children under six		
A.04	Plan and implement appropriate activities to promote physical and motor development		
A.05	Evaluate cognitive development of children under six		
A.06	Plan and implement appropriate activities to promote cognitive development		
A.07	Evaluate social and emotional development of children under six		
A.08	Plan and implement appropriate activities to promote social and emotional development		
A.09	Evaluate the development of positive self-concept in children under six		
A.10	Plan and implement appropriate activities to promote positive self-concept		
A.11	Evaluate the development of daily living skills for children under six		
A.12	Plan and implement appropriate activities that encourage daily living skills		

OCCUPATION: **TEACHER**

DUTY: **Administer First Aid**

CODE	TASK	TAUGHT	COMMENTS
B.01	Take temperatures		
B.02	Apply dressings and bandages		
B.03	Examine and irrigate eyes		
B.04	Control bleeding by direct pressure		
B.05	Apply a splint		
B.06	Clear obstructed airway		
B.07	Apply CPR		
B.08	Administer treatment for shock		
B.09	Administer treatment for poisoning		

OCCUPATION: **TEACHER**

DUTY: **Encourage Sound Nutritional Habits**

CODE	TASK	TAUGHT	COMMENTS
C.02	Handle common mealtime situations		
C.05	Prepare a nutrition education activity		

OCCUPATION: TEACHER

DUTY: Evaluate Guidance and Discipline Techniques Used by Caregivers

CODE	TASK	TAUGHT	COMMENTS
D.01	Recognize appropriate caregiver's guidance and discipline techniques		
D.02	Recommend ways to verbally guide children		
D.03	Recommend ways to guide children through action		

OCCUPATION: **TEACHER**

DUTY: **Care for Infants**

CODE	TASK	TAUGHT	COMMENTS
E.02	Develop daily schedule for infants		
E.04	Lift and hold infants		
E.05	Bathe infants		
E.06	Diaper infants		
E.07	Dress infants		
E.08	Prepare formula		
E.09	Feed a baby from a bottle		
E.10	Feed solid food to an infant		

OCCUPATION: **TEACHER**

DUTY: **Care for Toddlers**

CODE	TASK	TAUGHT	COMMENTS
F.02	Bathe and dress a toddler		
F.03	Feed a toddler		
F.04	Encourage toilet training		
F.05	Assist in toddler nap time		
F.06	Develop a daily schedule for toddlers		

OCCUPATION: **TEACHER**

DUTY: **Care for Pre-School Age Children**

CODE	TASK	TAUGHT	COMMENTS
G.02	Develop a daily schedule for pre-school children		
G.03	Describe ways to work with pre-school children		
G.05	Recommend ways to handle situations typical of pre-school age children		
G.06	Recognize characteristics of a pre-school age caregiver		
G.07	Distinguish among characteristics of 3, 4, and 5 year olds		
G.08	Name responsibilities pre-school age children can assume		

OCCUPATION: TEACHER

DUTY: Care for School-Age Children

CODE	TASK	TAUGHT	COMMENTS
H.02	Plan outdoor and indoor activities		
H.03	Recommend ways to handle situations typical of school-age children		
H.04	Recommend ways to help school-age children face crisis situations		
H.05	Develop schedule for school-age children		

OCCUPATION: **TEACHER**

DUTY: **Maintain Records**

CODE	TASK	TAUGHT	COMMENTS
J.02	Complete child's individual ledger sheet		
J.07	Review a child's health record form		

OCCUPATION: TEACHER

DUTY: Coordinate Parent/Teacher and Community Relations

CODE	TASK	TAUGHT	COMMENTS
K.01	Make a bulletin board		
K.02	Respond to a parent's complaint		
K.03	Identify ways to use a volunteer		
K.04	Conduct a parent conference		

OCCUPATION: **TEACHER**

DUTY: **Foster Creativity Through Play**

CODE	TASK	TAUGHT	COMMENTS
L.01	Select items and sources for creative play equipment		
L.02	Encourage a child in dramatic play		
L.03	Evaluate play situations		
L.04	Select play activities to use to achieve learning		

OCCUPATION: TEACHER

DUTY: Evaluate Toys and Play Equipment

CODE	TASK	TAUGHT	COMMENTS
M.01	Evaluate toys and play equipment		
M.02	Plan play activities according to age group and opportunities		
M.03	Select household objects to use for toys		
M.04	Select toys to promote a particular type of play		
M.05	Indicate which type of motor control certain types of toys promote		

OCCUPATION: TEACHER

DUTY: Plan and Implement Activities for Children Under Six

CODE	TASK	TAUGHT	COMMENTS
N.01	Plan and implement art activities		
N.02	Plan and implement music activities		
N.03	Plan and implement children's literature activities		
N.04	Plan and implement science activities		
N.05	Plan and implement math activities		
N.06	Plan and implement social studies/career awareness activities		
N.07	Plan and implement enrichment activities		
N.08	Construct and utilize teacher-made materials		
N.09	Plan and implement transitional activities		
N.10	Plan a unit of instruction		

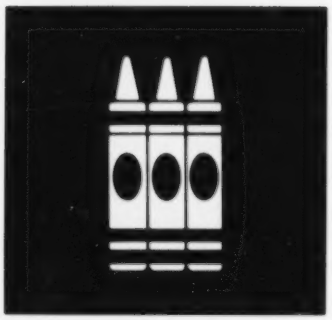
OCCUPATION: TEACHER

DUTY: Work With Special Needs Children

CODE	TASK	TAUGHT	COMMENTS
O.04	Adapt activities for special needs children		
O.05	Complete activity cards for special needs children		
O.06	Evaluate an activity being presented to special needs children		
O.07	Present self-concept activity to special needs children		
O.08	Gather information about agencies in your community		
O.09	Respond to parent's concerns for their special needs child		
O.10	Plan activities that parents can present at home to their special needs child		

DUTY/TASK LIST

CHILD CARE SERIES



OCCUPATION 3: TEACHER'S AIDE

DUTIES:
- A. Evaluate and Encourage the Development of Children Under Six
- B. Administer First Aid
- C. Encourage Sound Nutritional Habits
- E. Care for Infants
- F. Care for Toddlers
- G. Care for Pre-School Age Children
- H. Care for School-Age Children
- J. Maintain Records
- K. Coordinate Parent/Teacher and Community Relations
- L. Foster Creativity Through Play
- M. Evaluate Toys and Play Equipment
- N. Plan and Implement Activities for Children Under Six
- O. Work with Special Needs Children

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **TEACHER'S AIDE**

DUTY: **Evaluate and Encourage the Development of Children Under Six**

CODE	TASK	TAUGHT	COMMENTS
A.04	Plan and implement appropriate activities to promote physical and motor development		
A.06	Plan and implement appropriate activities to promote cognitive development		
A.08	Plan and implement appropriate activities to promote social and emotional development		
A.10	Plan and implement appropriate activities to promote positive self-concept		
A.12	Plan and implement appropriate activities that encourage daily living skills		

OCCUPATION: TEACHER'S AIDE

DUTY: Administer First Aid

CODE	TASK	TAUGHT	COMMENTS
B.01	Take temperatures		
B.02	Apply dressings and bandages		
B.03	Examine and irrigate eyes		
B.04	Control bleeding by direct pressure		
B.05	Apply a splint		
B.06	Clear obstructed airway		
B.07	Apply CPR		
B.08	Administer treatment for shock		
B.09	Administer treatment for poisoning		

OCCUPATION: TEACHER'S AIDE

DUTY: Encourage Sound Nutritional Habits

CODE	TASK	TAUGHT	COMMENTS
C.02	Handle common mealtime situations		
C.05	Prepare a nutrition education activity		

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OCCUPATION: TEACHER'S AIDE

DUTY: Care for Infants

CODE	TASK	TAUGHT	COMMENTS
E.04	Lift and hold infants		
E.05	Bathe infants		
E.06	Diaper infants		
E.07	Dress infants		
E.08	Prepare formula		
E.09	Feed a baby from a bottle		
E.10	Feed solid food to an infant		

OCCUPATION: **TEACHER'S AIDE**

DUTY: **Care for Toddlers**

CODE	TASK	TAUGHT	COMMENTS
F.02	Bathe and dress a toddler		
F.03	Feed a toddler		
F.04	Encourage toilet training		
F.05	Assist in toddler nap time		

OCCUPATION: TEACHER'S AIDE

DUTY: Care for Pre-School Age Children

CODE	TASK	TAUGHT	COMMENTS
G.07	Distinguish among characteristics of 3, 4, and 5 year olds		
G.08	Name responsibilities pre-school age children can assume		

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OCCUPATION: TEACHER'S AIDE

DUTY: Care for School-Age Children

CODE	TASK	TAUGHT	COMMENTS
H.02	Plan outdoor and indoor activities		

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OCCUPATION: TEACHER'S AIDE

DUTY: Maintain Records

CODE	TASK	TAUGHT	COMMENTS
J.07	Review a child's health record form		

OCCUPATION: TEACHER'S AIDE

DUTY: Coordinate Parent/Teacher and Community Relations

CODE	TASK	TAUGHT	COMMENTS
K.01	Make a bulletin board		

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OCCUPATION: **TEACHER'S AIDE**

DUTY: **Foster Creativity Through Play**

CODE	TASK	TAUGHT	COMMENTS
L.01	Select items and sources for creative play equipment		
L.02	Encourage a child in dramatic play		
L.04	Select play activities to use to achieve learning		

OCCUPATION: TEACHER'S AIDE

DUTY: Evaluate Toys and Play Equipment

CODE	TASK	TAUGHT	COMMENTS
M.02	Plan play activities according to age group and opportunities		
M.03	Select household objects to use for toys		
M.04	Select toys to promote a particular type of play		

OCCUPATION: TEACHER'S AIDE

DUTY: Plan and Implement Activities for Children Under Six

CODE	TASK	TAUGHT	COMMENTS
N.01	Plan and implement art activities		
N.02	Plan and implement music activities		
N.03	Plan and implement children's literature activities		
N.04	Plan and implement science activities		
N.05	Plan and implement math activities		
N.06	Plan and implement social studies/career awareness activities		
N.07	Plan and implement enrichment activities		
N.08	Construct and utilize teacher-made materials		
N.09	Plan and implement transitional activities		

OCCUPATION: **TEACHER'S AIDE**

DUTY: **Work With Special Needs Children**

CODE	TASK	TAUGHT	COMMENTS
O.04	Adapt activities for special needs children		
O.05	Complete activity cards for special needs children		
O.07	Present self-concept activity to special needs children		
O.10	Plan activities that parents can present at home to their special needs child		